

EXECUTIVE ASSISTANT FOR SPECIAL PROJECTS

DISTINGUISHING FEATURES

The fundamental reason the Executive Assistant for Special Projects exists is to be perform complex administrative and professional work on a wide variety of project management and municipal managerial functions. This position is non-supervisory and functions with considerable independence, latitude, judgment and discretion. Work is performed under general direction from the Assistant City Manager.

ESSENTIAL FUNCTIONS

Provides leadership on strategic planning/projects and goals, through project management and preparation/delivery of oral and written reports to Council, boards, and commissions, citizen groups and city staff.

Provides general coordination and policy guidance on major municipal projects or problem areas, and coordinates activities with departments to ensure positive project implementation and effective working relationships.

Strives to be pro-active and looks for innovative solutions to resolve problems and conflicts either within the organization or between the City and representatives of private sector development opportunities.

Develops effective working relationships within the organization and with development organizations at the local, regional, state, and national levels.

Advisor to the Assistant City Manager and City Manager regarding the interpretation and implementation of City policies and administrative regulations.

Makes recommendations to the Assistant City Manager and City Manager and formulates new policies in response to Council direction.

Works in close cooperation with other City management and officials to further the objectives of the City.

Within the limits imposed by the City Council and directed/delegated by the Assistant City Manager, makes budgetary decisions, which are not within the various department General Managers authorities.

Studies departmental organization and procedures, and provides recommendations for changes to the Assistant City Manager.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Multiple development and project management disciplines at a generalist level
Various negotiation styles and techniques
Principles of urban land use, development and City ordinances/regulations
Principles and techniques of public relations, customer service and issue resolution
Redevelopment, real estate and site selection principles and practices
Research techniques, methods and procedures
Community organizations and their leaders
Principles, practices and laws of municipal organization and public administration
Governmental budget preparation and administration

Ability to:

Develop long-term strategic plans/projects for the City's development
Formulate solutions and develop action plans to resolve complex problems/issues by analyzing and interpreting complex research findings, using initiative and independent judgment
Negotiate, coordinate and mediate efforts of both public and private agencies and various groups involved in strategic development projects
Be committed to creativity, quality and possess a shared commitment with the organization that focuses on continuous improvement and action-based results
Understand how broad view issues relate to City operations
Interpret City ordinance, rules and regulations, and make rational decisions in accordance with established policy
Be an innovative leader that contributes effectively to the organization's performance goals and strategies and model City Values to guide effective organizational change and renewal
Communicate clearly and concisely with all levels of City staff, Council, Commissioners and public, both in writing and verbal presentations with clearly organized thoughts using proper sentence construction, grammar, and punctuation
Comprehend and make inferences from written material and verbal and/or written instructions
Establish and maintain cooperative and effective working relationships with City officials, city departments, citizen groups, community leaders, businesses and the general public with widely diverse points of view
Manage, organize, and direct the work of others
Effectively evaluate, train and develop employees
Be proficient in using a personal computer, a variety of computer software, and other equipment essential to performing daily activities
Obtain and possess a valid Arizona's driver's license with no major citations within the last 39 months

Education & Experience

Any combination of education and experience equivalent to a Bachelor's degree in Urban Planning, Design, Architecture, Public/Business Administration, or a closely related field, and ten years of progressively responsible senior managerial experience and project management experience with public policy process.

FLSA Status: Exempt

HR Ordinance Status: Unclassified